



**BROWN COUNTY JAIL**  
**ELECTRONIC MONITORING PROGRAM (EMP)**  
**3030 CURRY LANE**  
**GREEN BAY, WI 54311**  
**PHONE: (920) 391-6809**  
**FAX: (920) 391-6802**  
[BC\\_JAIL\\_EMP@browncountywi.gov](mailto:BC_JAIL_EMP@browncountywi.gov)

## **PRE-REGISTRATION PACKET**

The Brown County Jail no longer utilizes the Work Release Center for Huber inmates. Individuals who would have stayed at our Work Release Center are now enrolled in the Electric Monitoring Program (EMP). EMP allows Individuals sentenced with Huber to work, go to school, attend treatment, provide childcare to serve their sentence from home.

### **EMP is a privilege, not a right!**

If you are sentenced with Huber privileges and wish to enroll in the Brown County Jail – EMP, you **MUST** be able to provide the following to be considered:

1. Reside and/or work within 50 miles of Green Bay
2. Have a working phone and voicemail
3. Pay Initial Deposit of \$440.00
4. Be able to follow all EMP Rules & Regulations

### **FOLLOW THESE STEPS APPLY FOR EMP**

#### **1. EMP PRE-REGISTRATION PACKET**

- a. At least 10 DAYS PRIOR to your scheduled report date, complete and submit the Pre-Registration packet by:
  - Submit completed packet online
  - Emailing a completed packet to [BC\\_JAIL\\_EMP@browncountywi.gov](mailto:BC_JAIL_EMP@browncountywi.gov)
  - Mail or drop it off: **Brown County Jail, EMP, 3030 Curry Lane, Green Bay WI 54311**
  - Fax to (920) 391-6802
- c. **SCHEDULE YOUR REPORT TIME**  
You are required to contact the EMP Office prior to your report date to schedule your report time. Failure to do so may result in a delay in your placement on the program.
  - Call (920)-391-6809
  - Email to [BC\\_JAIL\\_EMP@browncountywi.gov](mailto:BC_JAIL_EMP@browncountywi.gov)

## 2. REPORT DATE

- Report to the Brown County Jail located at 3030 Curry Lane, Green Bay, **Door S-18** located between the main entrance and the Sally Port at your scheduled time or before 4pm
- Reporting to jail under the influence of illegal drugs or alcohol will be grounds for delay of work release privileges.
- Bring \$440.00 (Cash/Cashier's Check) to pay EMP fees
- Bring a working cell phone
- Enrollment can last 1-2 hours so be prepared with transportation

You will be required to pay a daily fee for each day you are incarcerated, currently set by the Brown County Board at the rate of \$25 per day. You must pay \$440.00 upon arrival (\$30 booking fee, \$53 EMP setup fee, \$7 U/A fee, and first 2 weeks of monitoring fees). Your employer will be contacted, and your payroll checks will be forwarded directly to the Brown County Jail during your incarceration. **(Direct deposit of payroll is not accepted)**

If you are unemployed or self-employed, you will be required to pay \$440.00 (\$30 booking fee, \$50 EMP setup fee, 47 U/A fee and first 2 weeks of monitoring fees) in advance and on a weekly basis you are required to pay \$175.00 per week.

If you are serving less than 20 days, you must pre-pay all fees prior to EMP program placement. (Example: 20 days will be \$590.)

Self Employed individuals must provide the following information with their Pre-Registration Packet:

- Name of business, address, phone number, number of years in business
  - Tax I.D. number
  - Copy of last 2 year's taxes
  - Copies of past work contracts as well as future contracts
  - Copy of Business liability insurance policy
- All self-employment jobs AND/OR jobs requiring travel 50 miles from Green Bay, WI must be approved through the EMP Sergeant*

## TRANSFERRING SENTENCE TO/FROM ANOTHER COUNTY

If you are interested in transferring your jail sentence to or from another county, it must be court ordered by the sentencing Judge. Indicate in the Pre-Registration Packet, the county you would like to serve your sentence in. You will be contacted for further information.



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## **PRE-REGISTRATION PACKET**

### **PERSONAL INFORMATION**

**NAME** (First, Middle, Last) \_\_\_\_\_

**D.O.B.** \_\_\_\_/\_\_\_\_/\_\_\_\_ **D.L.#** \_\_\_\_\_ **STATE ISSUED** \_\_\_\_\_

**S.S.#** \_\_\_\_\_

**ADDRESS** (Include Apt number, upper/lower) \_\_\_\_\_

**STATE** \_\_\_\_\_ **City/Village/Town** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**CELL PHONE:**(     ) \_\_\_\_\_ **PHONE NUMBER:** (     ) \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

### **EMERGENCY CONTACT**

**NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_

**CELL PHONE:**(     ) \_\_\_\_\_ **PHONE NUMBER:** (     ) \_\_\_\_\_

### **SENTENCE INFO**

**JAIL REPORT DATE:** \_\_\_\_\_ **SENTENCING JUDGE:** \_\_\_\_\_

**CHARGE(s):** \_\_\_\_\_

**CASE NO(s):** (example 21CF000) \_\_\_\_\_

**LENGTH OF SENTENCE:** \_\_\_\_\_

I understand that it is my responsibility to provide any supporting documentation requested. I agree to abide by the rules and regulations set forth in the Brown County Jail Inmate Handbook as well as the Brown County EMP Inmate Rules. I understand that failure to abide by these rules may be grounds for disciplinary action, which may include loss of work release privileges and/or good time.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature Date



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**TO THE EMPLOYER:** The below listed individual has been sentenced to serve a jail term at the Brown County Jail under the provisions of WI state statute 303.08 "Huber Law". This agreement must be filled out completely and returned to the Brown County Electronic Monitoring Program (EMP). Incomplete or inaccurate paperwork may result in the suspension of work release privileges until Brown County Jail Staff can verify information.

NAME OF EMPLOYEE (LAST, FIRST, MI) \_\_\_\_\_

EMPLOYER  
NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

DATE OF HIRE \_\_\_\_\_ NEXT DATE OF PAY \_\_\_\_\_ RATE OF PAY \$ \_\_\_\_\_ PER \_\_\_\_\_

PAYDAY IS: ( ) WEEKLY ( ) BI-WEEKLY ( ) MONTHLY

EMPLOYEE'S NORMAL HOURS: START \_\_\_\_\_ FINISH \_\_\_\_\_

NORMAL DAYS OF WORK (CIRCLE ALL THAT APPLY)    SUN    MON    TUE    WED    THU    FRI    SAT

EMPLOYEE'S DIRECT SUPERVISOR \_\_\_\_\_ DIRECT PHONE NUMBER \_\_\_\_\_

#### **EMPLOYMENT AGREEMENT**

If employment is terminated, we agree to notify the Brown County Jail Electronic Monitoring Program as soon as possible. We agree to notify the Brown County Jail Electronic Monitoring Program if the employee is late, does not arrive, departs at a time that is different from the schedule, or is required to work overtime. Upon request, we will forward copies of any timecards, or payroll records to the Brown County Jail Electronic Monitoring Program, should further work attendance history be required. We agree to forward a weekly schedule of employment hours, no later than Saturday for the following workweek. We understand that the inmate is not permitted to travel outside a 50-mile radius of the Brown County Jail. We agree to forward all earnings for individuals directly to the Brown County Sheriff's Office Jail Division as required by law. The only deductions allowed from an inmate's pay are for taxes, union dues, 401(k) or other legitimate retirement plan, court ordered payments and health insurance. By law an inmate's wages cannot be garnished while in jail. Wage assessments for child and family support are permitted. Contributions to a credit union are not permitted. Employers are required to provide EMP with a letter prior to and for any holiday hours to be scheduled for the employee for approval.

\_\_\_\_\_  
**EMPLOYER'S SIGNATURE**

\_\_\_\_\_  
**PRINTED NAME**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**DATE**